

HR

MEMORANDUM FOR : Deputy Director for Support
SUBJECT : Office of Training Weekly Report

I. Courses

a. Records Management

A review of the first three months (since late September) of the program reveals that, in addition to three, three-day sessions of the records management triad (Records Disposal, Files Systems and Procedures, and Forms Management), a one-hour presentation on the records management operations of the Agency was given ten times in other OTR courses (Midcareer, Support Services Review: Trends and Highlights, and Intelligence and World Affairs) during the same period. Through these two channels, 475 employees have been exposed to formalized information on the Agency's records management program.

The schedule for the next three months indicates another audience of approximately the same number.

b. Fundamentals of Supervision and Management

Beginning with the course scheduled the week of 12 February, we will introduce a presentation on "Alcoholism." We have been working with [REDACTED] SAS/OP, on the matter of coverage and, as plans stand now, we will show the film, "The Other Guy," and Fred will give a talk, which will include the Agency's approach to the problem of alcoholism.

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c. Special Course for DCS

At the request of [REDACTED] Training Officer for the Domestic Contact Service, members of the staff of the School of Intelligence and World Affairs will develop a three-day course for [REDACTED] field personnel to assist them in using the potential for [REDACTED]

contacts. Present plans call for four presentations of the course during 1973, [REDACTED]

and following each, a day or more of operational discussions at [REDACTED] Headquarters.

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2. General

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[REDACTED] the DDP/TRO, expects to enroll two CS officers in the Foreign Affairs Executive Seminar which is to begin on 3 January. This will bring our total to seven, with the DDS and the DDI providing the other five participants.

b. As a follow-up to [REDACTED] meeting of 30 November with William Stevenson, the Canadian TV producer of the documentary on Sir William Stevenson and Anglo-American wartime intelligence, Mr. Stevenson sent Tom the microfilm negative of a forthcoming book on the wartime collaboration of General Donovan and Sir William. At their request, Tom is having copies made for Messrs Walter Pforzheimer and [REDACTED]

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c. On 8 December, at the Defense Intelligence School, General Walters gave the closing address to the class of Military Attaches. Of note was his plea to the attaches to understand the special difficulties the Chief of Station faces and to work with their CIA counterparts to develop a "true U.S. intelligence system." He has tentatively agreed to address the officers and civilians in the DIS' National Senior Intelligence Course. The date is 13 February.

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His address will cover the substantive and managerial responsibilities of the DCI and the DDCI. (The last Deputy Director to give a talk in this course was the late General Cabell.)

d. No classes are in session this Christmas Week. Four programs ended on Friday, the Midcareer course finishing with a talk by General Walters.

e. There are no high-level speakers scheduled for presentations in OTR during the week of 31 December.

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for HUGH T. CUNNINGHAM
Director of Training